



PROCEDURE: Teaching and Learning

Document Number	ADP0601		
Inception Date	19 April 2018		
Procedure Owner	Dean: Teaching & Learning		
Review Register		Date	Signature
Approved by QMS Sub-committee	QMS Chairperson	31/05/2018	Name: Louise Fuller Signature:
Approved by MANCO	MANCO Chairperson	31/05/2018	Name: Benjamin Anderson Signature:
Revision Frequency	Annually		
Review Date	June 2019		
Review History			

Related documents

<p>Da Vinci internal (e.g. Policies, Regulations, Guidelines, Contracts)</p> <ul style="list-style-type: none"> • Policy: Teaching and Learning • Policy: Programme Management 	<p>Other/External (e.g. Legislation, DHET and CHE directives and guidelines)</p> <ul style="list-style-type: none"> • Constitution of the Republic of South Africa: 1996 • Higher Education Act (Act 101 of 1997) • CHE: Higher Education Quality Committee (HEQC) Criteria for Programme Accreditation: November, 2004 • Labour Relations Act (Act 66 of 1995) as amended • CHE: Distance Higher Education Programmes in a Digital Era: Good Practice Guide, 2014 • SAQA: National Policy and Criteria for Designing and Implementing Assessment for NQF Qualifications and Part Qualifications and Professional Designations in South Africa, 2017
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Website address of this document:	www.davinci.ac.za
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Procedure Description

This procedure document will be a guideline for the Dean: Teaching and Learning.

Step	Description	Notes
1	Dean Teaching and Learning to hold weekly meeting with Programme Co-ordinator/s	
2	Dean Teaching and Learning to meet monthly with the Programme Co-ordinator/s and Programme Conveners	
3	Dean Teaching and Learning develop and implement an annual integrated development plan for the Teaching and Learning team in consultation with the Human Resource Manager	
4	Dean Teaching and Learning responsible for the inter department collaboration both monthly or quarterly management and academic meetings	
5	Conduct annual planning and advise The Institute of resource allocation and staffing requirements including budgetting	
6	Dean Teaching and Learning to monitor current faculty members' workload to ensure that an adequate number of faculty is contracted and available to teach on all its programmes, in line with the workload model of The Institute; on a quarterly basis	
7	Dean Teaching and Learning continuously recruit, select and contract appropriate faculty members based on academic qualifications and teaching, assessment and publication experience	
8	Dean Teaching and Learning monitor, manage and coach faculty against the criteria of The Institute, using information such as a) student feedback, b) classroom visits, and c) feedback from the Marks Committee and moderators' reports	
9	Dean Teaching and Learning to develop and implement an annual integrated development plan for all faculty	

10	Dean Teaching and Learning quality assurance of teaching and learning, including peer evaluations as well as external evaluations as may be required from time to time	
11	Dean Teaching and Learning to meet with Student Support Specialist/s on a monthly basis to discuss feedback challenges and student needs	
12	Dean Teaching and Learning to ensure the Implementation of appropriate authentic assessment resources by faculty, in line with The Institute's assessment and moderation policy and procedures	
13	Dean Teaching and Learning to ensure the quality, validity and fairness of all assessment processes is done	
14	Dean Teaching and Learning to ensure that feedback is provided to faculty and the Dean: Design	
15	Dean Teaching and Learning make recommendations to the Examination and Assessment Committee pertaining to the continuous improvement of the assessment policy and procedures	

Stakeholders

#	Stakeholder
1	Dean: Teaching & Learning
5	Programme Co-ordinator
6	Programme Convener
7	Lecturer
8	Assesor
9	Moderator

Version Control

Procedure Owner	Version #	Date	Reason
Dean: Teaching and Learning	001	31 May 2018	